

## CHIEF FIRE PREVENTION INSPECTOR

### NATURE OF WORK

This is highly skilled supervisory work directing and participating in the municipal fire prevention program.

Work involves the enforcement of all municipal ordinances and state laws as they pertain to fire prevention and fire safety. Work also involves participating and supervising the activities of Fire Prevention Inspectors including reviewing reports of inspections, and complaints; as well as reviewing building plans and specifications to ensure compliance with applicable municipal and state fire codes. Duties also include assisting in the planning and coordinating a public educational program relating to fire prevention; and participating in the inspectional phases of the fire prevention program. Supervision is received from an administrative superior, with work being reviewed in the form of reports submitted, program effectiveness, and the removal or reduction of fire hazards throughout the City. Supervision is exercised over technical employees.

### EXAMPLES OF WORK PERFORMED

Supervises the work of Fire Prevention Inspectors engaged in the inspection of buildings for potential fire hazards as well as in the investigation of fires and explosions.

Reviews building plans and specifications to ensure compliance with applicable municipal and state fire codes.

Participates in the inspectional phases of the fire prevention program by inspecting businesses and major installations of explosives, inflammable materials, and/or hazardous processes.

Participates in and supervises a program of fire prevention inspection of buildings and other installations throughout the City; and interprets existing policies and regulations.

Reviews reports of inspections and complaints; and follows up complaints to see that hazards are eliminated.

Assist in planning and coordinating a public educational program relating to fire prevention; answers public inquiries relating to fire prevention; and speaks before organizations and schools regarding fire prevention.

Recommends to administrative superior new fire prevention ordinances and revisions of existing ordinances; and advises other municipal agencies on matters pertaining to fire prevention.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the municipal ordinances and state laws relating to fire prevention.

Thorough knowledge of modern methods and procedures of fire prevention.

Considerable knowledge of building, electrical, plumbing, and related codes applicable to fire prevention.

Ability to make decisions based upon established precedents and practices.

Ability to read blueprints and interpret fire codes, regulations, and standards.

Ability to plan, assign, and supervise the work of Fire Prevention Inspectors and technical staff.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with superiors, subordinates, representatives of cooperating agencies, and the general public.

Ability to enforce regulations firmly and impartially.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited vocational or technical college with an associate degree in fire technology or fire science plus considerable experience in the field of Fire Prevention or Fire Technology.

Certification of uniform fire code and certification as a Bomb Technician.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent; and experience as a Fire Prevention Inspector. Candidates must also meet such specific physical requirements as well as length and type of service requirements as are established by the City.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

Revised: 10/93

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